

National Taiwan Normal University Teacher Performance and Department Achievement Management System (New Version) Manual

1. Basic Instruction

1.1 Log in / Log out the System

1.1.1 Log in the System :

- (1) Log in through the browser to start the service.
- (2) Open a web page and visit NTNU official website (<http://www.ntnu.edu.tw>).
- (3) Enter the account and password to visit NTNU iPortal. Path: Application System → System of Office of Research and Development → Click “NTNU Teacher Performance and Department Achievement Management System (New Version)” to enter the system. If the account has not been activated, visit <https://ap.itc.ntnu.edu.tw/nipinit> to activate your account.



關於師大 學術單位 行政組織

教職員

資訊服務

校園軟體下載
VPN服務
無線網路
網路信箱
個人儲存室
教務處服務手冊
學生事務處服務手冊
總務處服務手冊
研究發展處服務手冊
人事室服務手冊
主計室服務手冊

圖書館服務

館藏查詢
電子資料庫
電子書查詢
資源整合查詢

校務行政系統

差勤系統
校務行政資訊入口網
國民旅遊卡檢核系統
公文線上簽核系統(兼任助理入口)

研究服務

教師評鑑相關資訊
彈性薪資獎勵相關資訊
校外補助獎勵相關資訊
徵求研究計畫相關資訊
貴重儀器申請使用相關資訊
產學技轉綜合平台資訊
本校開放學者平台

校園生活

師大禮品及出版品
校園保護智慧財產權專區
交通資訊
停車資訊

登入校務行政入口 NTNU iPortal

帳號 密碼

教學服務

Moodle 2.8數位學習平台
日間學制教務資訊系統(課務、成績等業務)
在職專班教務資訊系統(課務、成績等業務)
教育實習作業系統

場地租借

會場租借中心
圖書館國際會議廳
資訊中心電腦教室
運動場館租借
進修推廣學院場地及教室租借
教室預約現況查詢
文書廳租借
知音劇場租借

住宿資訊

進修推廣學院師大會館
學人及職務宿舍借用

應用系統 Application System

教務相關系統

資訊服務

研發處相關系統

- 獎勵學術卓越教師申請系統
- 研發處申請系統
- 本校教師表現及系所績效管理系統 (舊版)
- 本校教師表現及系所績效管理系統 (新版)

教師評鑑系統

系所自我評鑑專區

學務相關系統

總務相關系統

環安衛中心相關系統

人事相關系統

線上金流系統

秘書室相關系統

System of Office of Research and Development

NTNU Teacher Performance and Department
Achievement Management System (New Version)

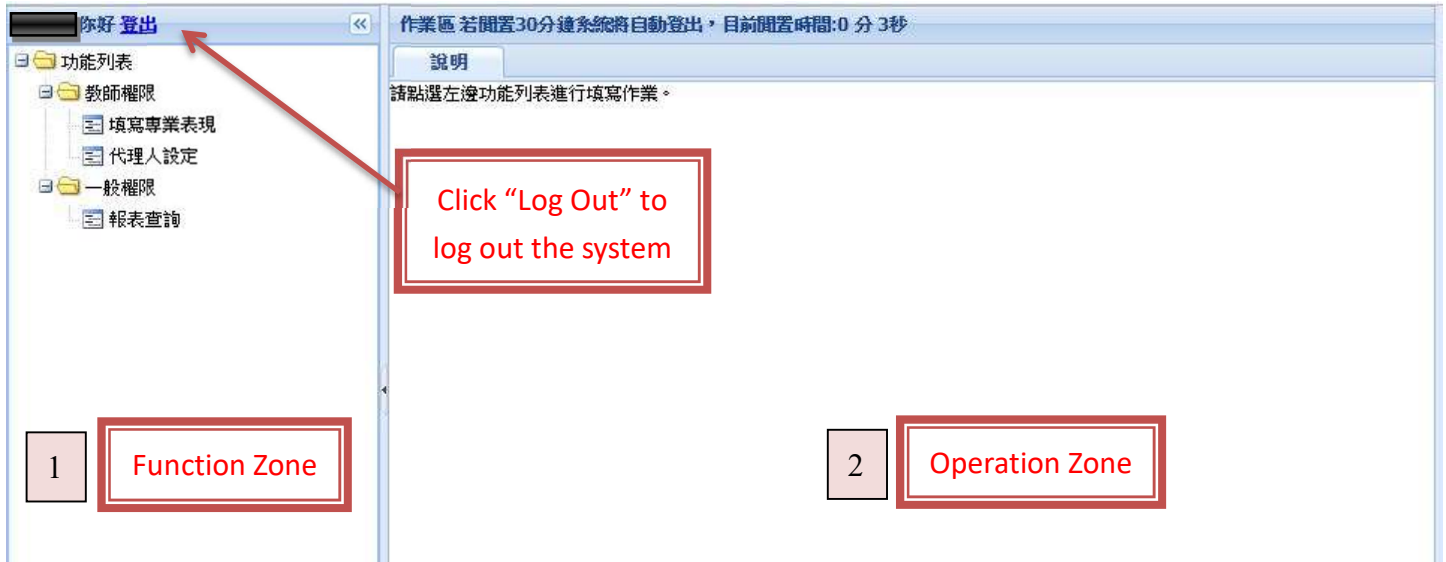
1.1.2 Log out the System :

Click “Log Out” beside the teacher’s name on the left column to log out the system (See the picture below).

1.2 Operation Interface

1.2.1 Teacher Operation Interface

The picture below is the interface of the system.



(1) Function Zone shows the functions that teachers can use. Click “+” on the left of the document file icon, or double-click the document file icon on the left button, to see more items.

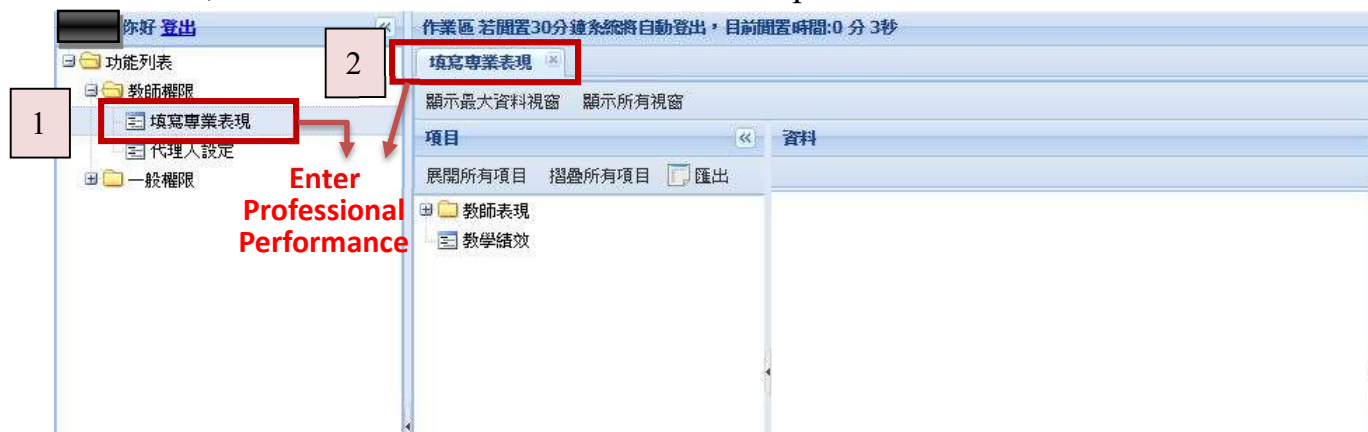


(2) Click any item in the function zone and its operation zone shows.

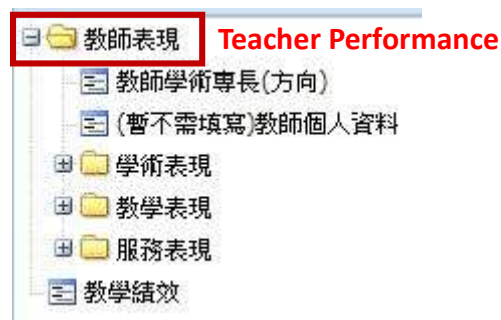
2. Operation Instruction

2.1 Enter Professional Performance

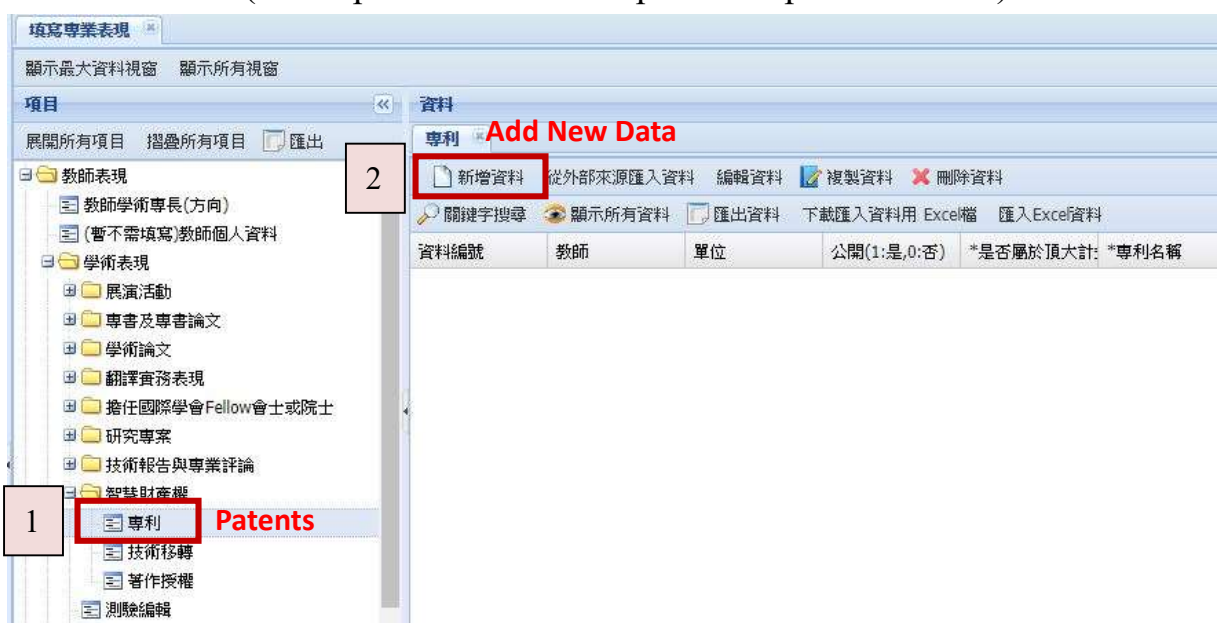
- (1) In the function zone, double-click “Enter Professional Performance” on the left button, and the fill-in interface shows in the operation zone.



- (2) Double-click “Teacher Performance” on the left button, and all the items show.



- (3) Double-click the items that need to be filled in on the left button to edit the content of the items. (Take “patent” as an example in the picture below.)



(4) Add New Data: Click “Add New Data” and the fill-in list of the item shows. After finishing filling in the list, click “save” on the upper left corner.

3 **儲存 Save**

公開: 是 否

是否屬於頂大計畫補助之研究論文: 是 否

專利名稱:

獲得專利國別:

獲得專利國家所屬地區:

專利類型:

貢獻度比例:

申請人/權利人類型:

申請日期:

終止日期:

發照機關:

證書字號:

成果所屬計畫案編號:

共同發明人:

共同持有人(單位):

其他:

相關證明:

Only PDF file or zipped file is allowed to be uploaded, and a single file shall be no more than 5MB. If there are multiple files to be uploaded, please compress them into a zipped file before uploading.

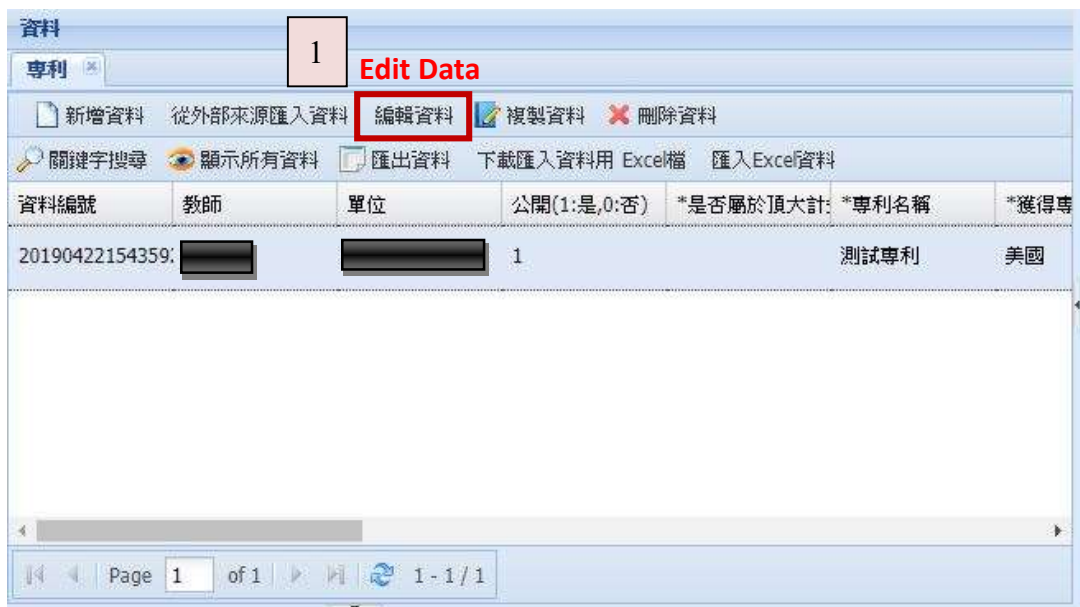
If the file is saved successfully, the information shows as below.

資料編號	教師	單位	公開(1:是,0:否)	*是否屬於頂大計	*專利名稱	*獲得專利國別	*獲得專利國家所	*專利類型	*貢獻度比例	*申請人/權利人類	*申請日期
20190422154359			1		測試專利	美國	其他地區	新型專利	100	本校	2019/01/02

(5) Delete Data : Select the data that need to be deleted, and then click “Delete Data”. A notice shows, and click “Yes” to delete the data, as shown in the picture below.



(6) Edit Data: If a saved file needs to be edited, select the data and click “Edit Data”. Another interface of the content for teachers to edit shows. After finishing editing the data, click “Save”. Please refer to the pictures below.



2

儲存 Save

公開: 是 否

是否屬於頂大計畫補助之研究論文: 是 否

專利名稱: 測試專利

獲得專利國別: 美國

獲得專利國家所屬地區: 其他地區

專利類型: 新型專利

貢獻度比例: 100

申請人/權利人類型: 本校

申請日期: 2019/01/02

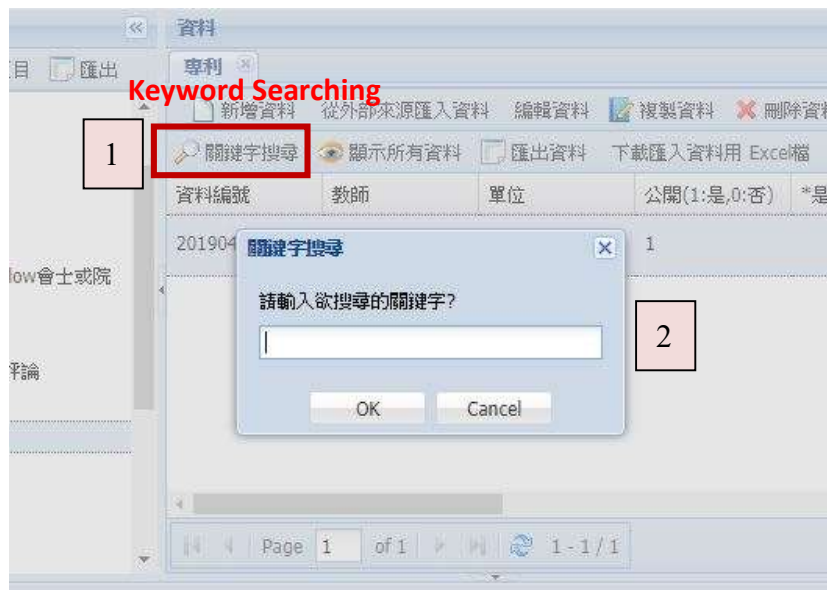
終止日期: 2022/04/22

發照機關: 測試機關

證書字號: 測試字第000001號

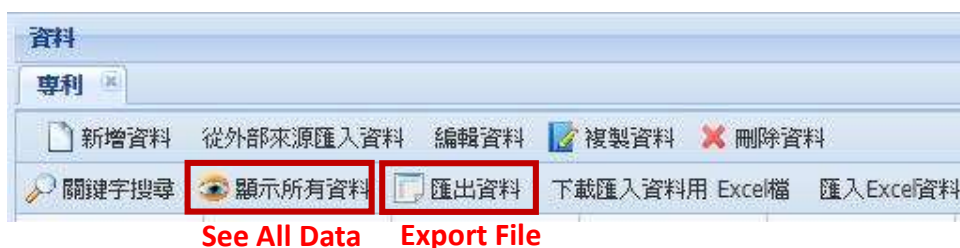
成果所屬計畫案編號:

(7) Keyword Searching: Click “Keyword Searching” and the interface as the picture below shows. After teachers enter the keyword, data including the keyword will be listed.



(8) See All Data: Click “See All Data”, and all the data about the item show. After entering the keyword and filtering the searching results, teachers can see all the data again by clicking this button.

(9) Export File : After teachers click “Export File”, the system exports the data as an Excel file.

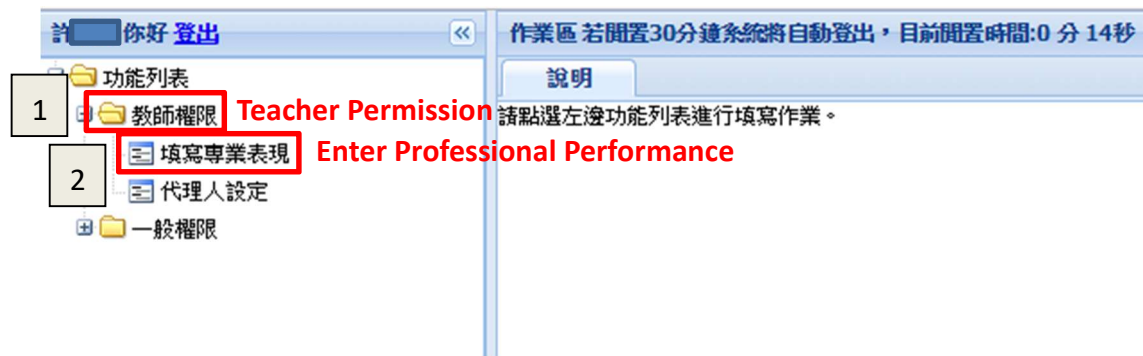


2.2 Import External Data

The function “Import External Data” is added to the new version of Teacher Performance and Department Achievement Management System. Teachers can see applicable external data in the system in a semi-automatic way. Then, select the data that need to be imported to personal database to finish data set-up. This system can shorten the time spent on filling in the information and improve the accuracy of data.

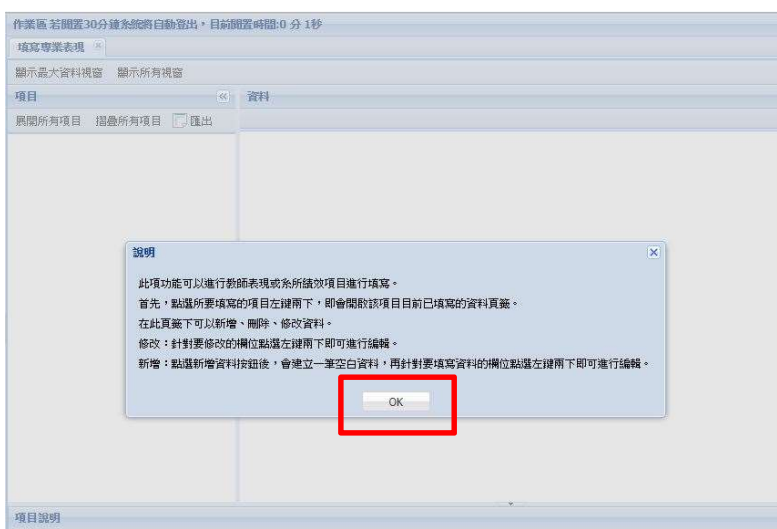
Step 1.

1. In the function list, double-click the document file icon of “Teacher Permission” on the left button.
2. Double-click “Enter Professional Performance” on the left button to see the fill-in interface.



Step 2.

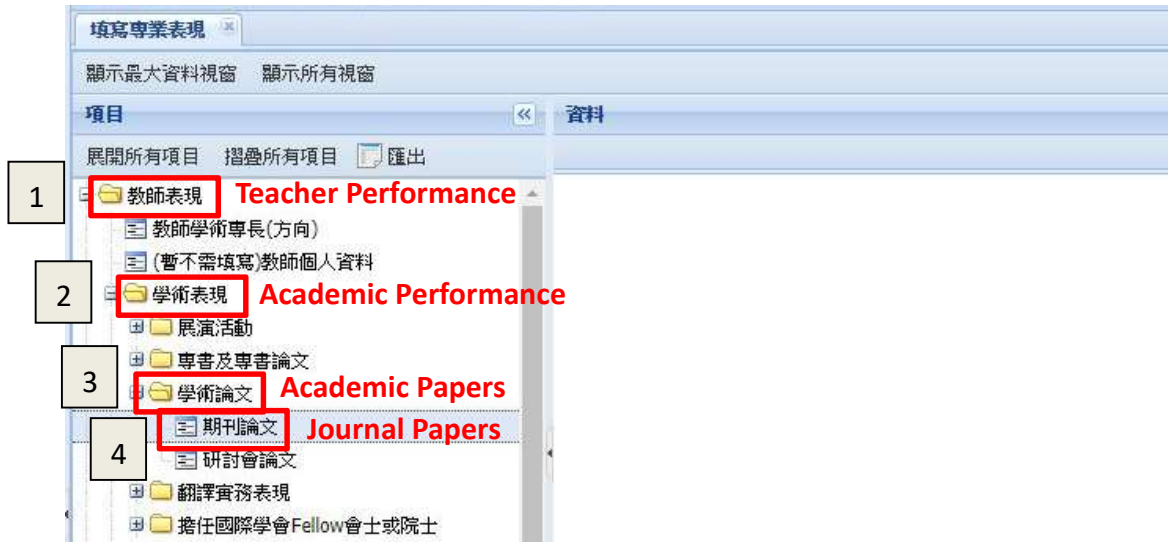
After reading the instruction, click "OK" to close the window.



Step 3.

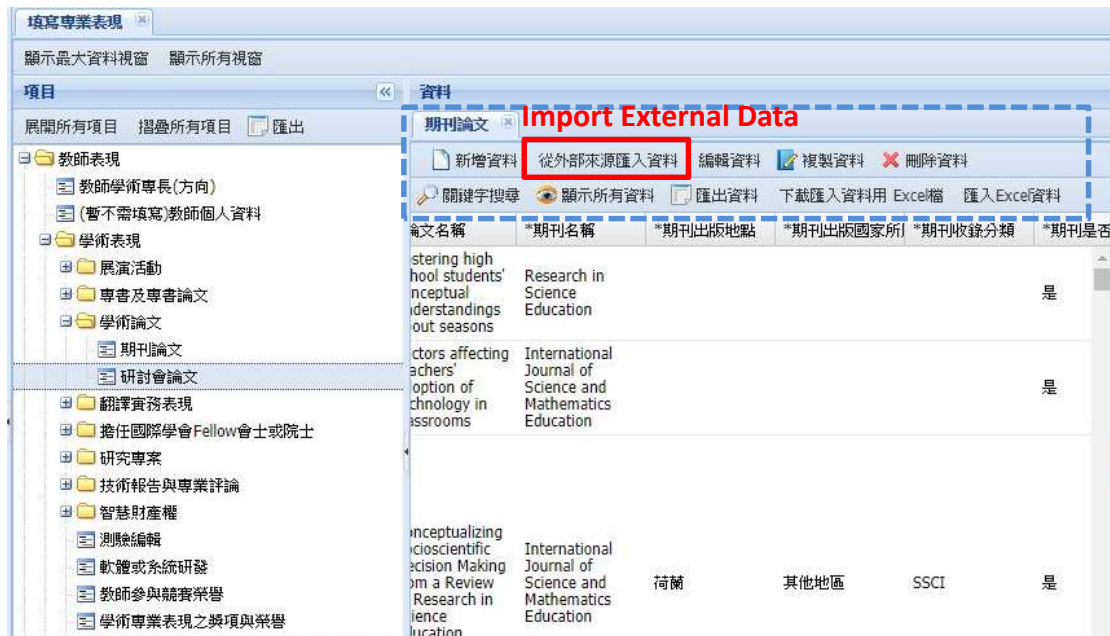
Take filling in “journal article” as an example :

1. Double-click “Teacher Performance” on the left button to see more items.
2. Double-click “Academic Performance” → “Academic Paper”, and then double-click “Journal Article” on the left button to see the fill-in interface.



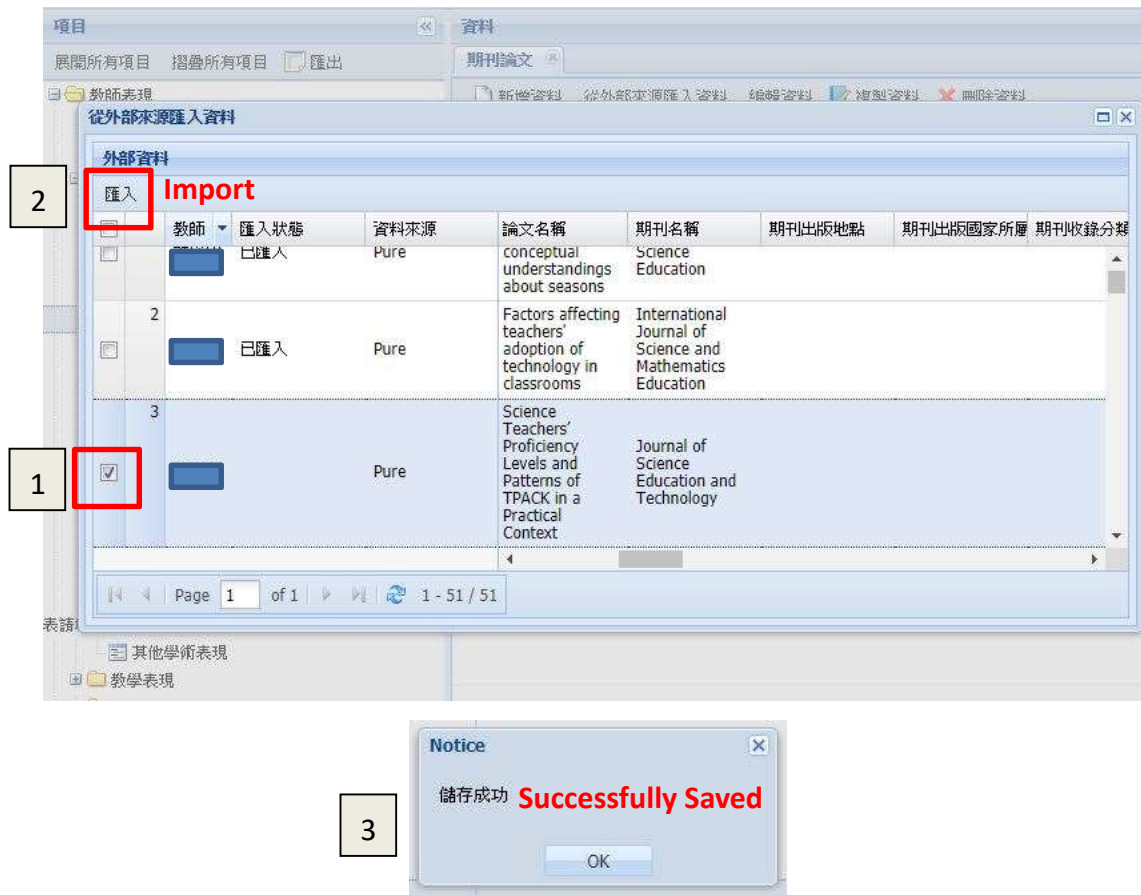
Step 4.

In the fill-in data list, click “Import External Data”.



Step 5.

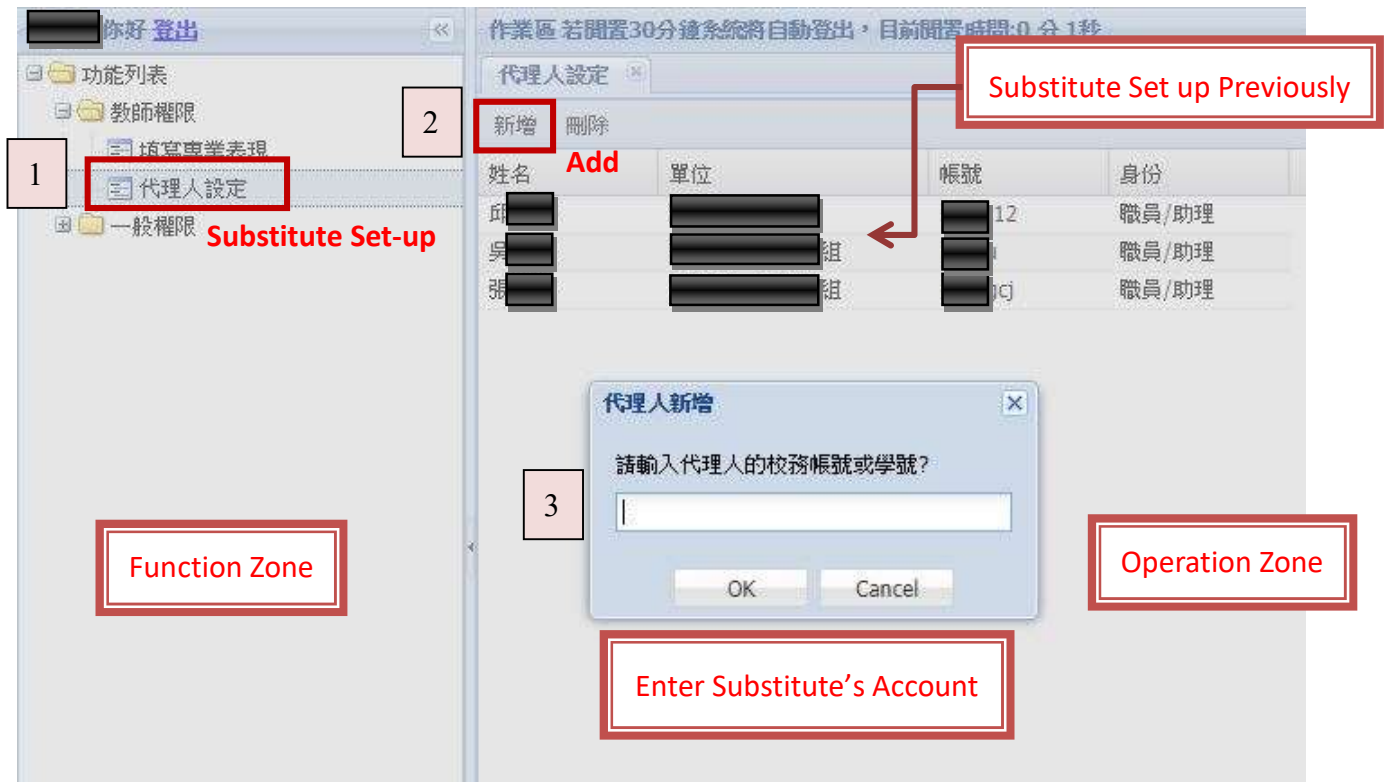
1. From the list of external data, select the left boxes of the journal articles that are needed to be imported to personal database (Multiple selections are allowed.).
2. Click “Import”, and the notice of “Successfully Saved” shows if the procedure is completed.



Note:

1. A blank list of external data means either the item does not have a source of external data, or the teacher does not have data of the item to be imported.
2. After the data is imported, the message “Imported” shows on the column “Import Status”.
3. After importing external data, teachers can edit the data. For example, after importing the data, teachers can still upload related evidence.
4. After importing external data, if teachers import the same data again the other day, the data imported and edited previously will be overwritten.

2.3 Substitute Set-up



- (1) In the function zone, double-click “Substitute Set-up” on the left button, and the interface of substitute set-up shows in the operation zone.
- (2) If teachers have set up substitutes before, the basic information of substitutes shows in the operation zone.
- (3) Add New Substitute: Click “Add”, and enter the account of substitute (not including @ntnu.edu.tw). If the account exists, the name and the basic information of the account will automatically show. If the message “No Data” shows, it means the account does not exist. When the name and the basic information show, click “save”. If the substitute is a student, enter the student’s ID Number.
- (4) Delete Substitute: Select the substitute that needs to be deleted. Click “Delete” and make sure the account is deleted.

※ In the event of any discrepancy between the English version and the original Chinese version, the Chinese version shall prevail.